

Eastford School Readiness Council

Minutes  
Oct 3, 2023  
5:30 pm  
Zoom

1. Call to order and attendance – the meeting was called to order at 6:33 pm. In attendance were: Christine Kopplin, Beth Platt, Carole McCombe, Cassie Roto, Jessica Garvie, Aleisha Lynch, Jacki Curving, Lisa Hackner, Katherine Wanner, Sharon Kozey Greene
2. Citizen’s Participation - none
3. Review Proposed Agenda – Sharon Kozey Greene proposed second reading of Staff Orientation Checklist that was revised in June 2023.
4. Review Minutes from last meeting – reviewed and approved with no changes.
5. Program Report and Status Updates – Christine Kopplin and Carole McCombe gave the following updates:
  - Preschool Class has 14 full day students, 3 part day students, and 1 part day student who attends 2-3 x a week.
  - Open House last month was well attended.
  - School picture day went without incident, and retakes are scheduled for the end of November.
  - Dr. Boucher visited the classroom and talked about healthy choices.
  - Class will begin monthly walks to the public library next week.
  - The Eastford Fire Dept. will be visiting soon to discuss fire safety and the Prek will participate in those activities.
  - Fire drills are held once a month and lock down drills will begin in the winter. These are learning experiences for the prek and practice for everyone in how to respond in the even to an emergency.
  - Next week there will be an information night for parents to learn about the happenings in the PreK classroom.
  - We were awarded an AQIS grant from the State that provides consultation and assistance to teachers and administration for the NAEYC reaccreditation process.
  - NAEYC portfolios are due next spring and a visit will be the beginning of the 2024-25 school year.
  - October 6 is a PD day and no school for students.
  - October 9 is no school for students or teachers.
6. Liaison Updates – Sharon Kozey Greene reported the State hasn’t yet had any liaison meetings so no new updates.

7. NAEYC Updates – Portfolios are being reviewed and updated and the Council will be updated as the year progresses and as policies are updated, paying close attention toward NAEYC requirements.
8. Budget Report – no drawdowns made yet so no report.
9. Unfinished Business
  1. Second reading of Staff & Volunteer Orientation Policy – minor changes made. Sharon Kozey Greene to make updates and submit for final approval at next meeting.
10. New Business
  1. First reading Orientation Checklist (Substitutes and Volunteers) – minor changes made, Sharon Kozey Greene to make updates and submit for final approval at next meeting.
  2. First reading Health and Safety Checklist – discussion about this checklist and it's purpose. It reads like monitoring form. Sharon Kozey Greene to cross reference other policies and see if this document is duplicate to others.
11. Additional Agenda Items – Second reading of the Staff Orientation Checklist. Minor changes made. Sharon Kozey Greene to make updates and submit for final approval at next meeting.
12. Citizen's Participation - none
13. Adjournment – meeting adjourned at 6:17 pm. Next meeting is November 7 at 5:30 pm on zoom.

Respectfully submitted,

Sharon Kozey Greene  
Grant Liaison